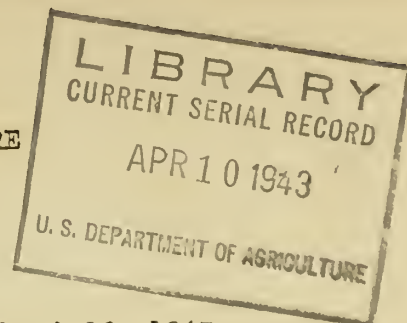


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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



March 18, 1943

Director's Memorandum No. 47

Establishment of a Joint Planning Staff on Requirements and Production

In order to bring about full integration of the work of the Food Production Administration in planning production in relation to needs, a Joint Planning Staff on Requirements and Production has been set up in the Department. This staff is under the joint leadership of Sherman Johnson, Chief of the Production Programs Branch of the Food Production Administration, and John Cassels, Chief of Requirements and Allocations Control of the Food Distribution Administration. Within the Food Distribution Administration, I am asking Fred Waugh, Chief of the Program Analysis and Appraisal Branch, to act as John Cassels' associate in carrying forward the work that is required along these lines. I know that they can count on the fullest cooperation from all who can help in this over-all planning job.

Attached is the memorandum of understanding establishing this Joint Planning Staff.

Roy F. Hendrickson

Attachment

MEMORANDUM OF UNDERSTANDING

Working Relations Between Food Production Administration and Food Distribution Administration to Secure Integration of Requirements Analysis and Production Planning

Production must be planned in relation to needs; and consumption must be adjusted to make the best use of production resources and possibilities. Since the setting up of the Food Distribution Administration and the Food Production Administration (with the breaking up of the Office of Agricultural War Relations), there has been an organizational separation of the two parts of the total program. It is important now to provide through joint operations the integration necessary to insure a unified over-all program.

As a means of attaining this integration, there is hereby set up a Joint Planning Staff on Requirements and Production to be constituted of appropriate staff members of the two agencies under the joint leadership of Sherman Johnson, Chief of the Production Programs Branch of the Food Production Administration, and John Cassels, Chief of Requirements and Allocations Control of the Food Distribution Administration.

To secure the most effective mobilization of the personnel resources of the Department in the planning of war-time production and consumption adjustments, working committees will be set up through which the efforts of all who can contribute to this program planning will be coordinated and brought to bear systematically on the problems requiring attention. Mr. Johnson and Mr. Cassels are directed to arrange for the setting up of these committees.

/s/ M. Clifford Townsend
Director, FPA

/s/ Roy F. Hendrickson
Director, FDA

March 8, 1943

